

AWA Center Coordinator Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of co-coordinators, they may wish to alternate their Board meeting attendance.)
- Submit reports to the Secretary at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of AWA Center Coordinator. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Oversee the operations of the AWA Center. Be the Center contact for AWA and liaise with the Center representatives for BWA and AIA.
- Work with the leads for programs and activities held at the Center for setup, etc.
- Assist in the negotiation of the lease and be responsible for communications with the landlord as necessary.
- Keep an accounting of sales from garage sales.
- Work with the AWA Bookkeeper to manage 'petty cash' and ensure Center expenses including rent, contracts, salaries and bonuses are paid.
- Manage the Indonesian staff at the Center with the President.
- Monitor cleanliness and maintenance of AWA Center
- Keep all office supplies stocked.
- Complete a monthly inventory of the FIRST AID KITS and replenish missing items.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.

- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.